

Criminal Complaint Template Instructions (RTF Version)

For WordPerfect Users

This Criminal Complaint Form Template is provided to you in both Microsoft Word and Rich Text Format. If you use Microsoft Word, please return to the web page (<http://www.mncourts.gov/?page=1775>) and use that version of the form. This version of the form has been provided to you in Rich Text Format (RTF). The standard RTF allows most software users to open the document. However, by providing this form to you in RTF, many of its page breaks, margin settings, and footer information will be lost. In order to ensure that you are able to use this form as it was meant to be used, please review the following information.

To reveal how each page of the form should appear, screenshots have been provided. There are five different instances on the form that utilize drop-down menu fields where you would select one of the options. On the specific page where each one is located, detailed screenshots have been provided to show where they are and how they should look.

The intent of this brief document is to provide simple steps that will allow you to use this form in WordPerfect. For more information on the requirements for the use of this form, please refer to the MNCIS Uniform Court Practice (UCP) located on the MN Criminal Complaint Template web page: <http://www.mncourts.gov/?page=1775>.

To Reformat and Use the Template with WordPerfect:

1. Follow the instructions for opening the RTF version of the Criminal Complaint Template, available on <http://www.mncourts.gov/?page=1775>.
2. Using the local copy of the template that you have saved to your computer, to unprotect or unlock the template, on the toolbar click the **unlock** or **unprotect** icon 

NOTES:

If you cannot see the toolbar with this option, select the *Forms* toolbar from your settings. The *unlock* icon may look different for WordPerfect users.

3. After you have unlocked the template, you can change your margins to fit the contents on each page.
NOTE: When you first open the template in WordPerfect, the content on some pages may spill off the page. By moving the page breaks and adjusting the margins, all content should fit back into its intended spots.
4. To adjust the template to total the intended six (6) pages, you will need to create page breaks, as applicable.
5. In order to utilize the template properly, you will also need to make sure that all fields and multiple options in those fields are available, as applicable. For more information, please refer to the screenshots of each page, located starting on Page 3 of this document.
6. The RTF format does not retain the footer information, so at the bottom of each page you should also insert the footer information with page numbers. This information is in a gray shade (50% or less).

EXAMPLE:

Form Revised August 2006 (ITD_SP_0339c)

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7. Save the changes that you have made, renaming the template if necessary.
8. To lock the document again before you begin completing the fields of the form, click the **lock** icon  .
9. You are now ready to use the template. Make a copy of your local version of the template each time you want to create a new Criminal Complaint, or make sure to save each completed form under a different name.
10. When you are ready to complete the template, press [**Tab**] or use the mouse to advance among fields. Fields expand to accommodate your text.
11. After the form is completed, to save the completed form with a new name, select **File > Save As...**

To Add Additional Counts:

To add more rows to the table on Page 1 that contains the *Counts*, this form will need to be unlocked. Please follow the instructions below.

1. On the toolbar, click the **unlock** icon  .
2. On Page 1, add additional rows to the table that contains the *Counts*.
NOTES:
By adding more *Counts*, the content may run onto the next page. This is okay, as long as the page break remains in the same place (between the end of the *Counts* and the beginning of the *Statement of Probable Cause*). Your form will now end up having 7 pages.
3. Once you are done adding enough rows for the *Counts*, click the **lock** icon  before you continue filling in the form.

Screenshots of Pages 1-6

Page 1:

STATE OF MINNESOTA		DISTRICT COURT
COUNTY OF <NAME>		<NUMBER> JUDICIAL DISTRICT
		COURT FILE NO.
		PROSECUTOR FILE NO.

State of Minnesota,

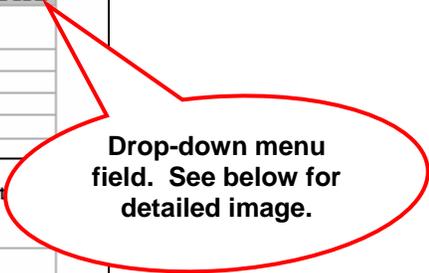
Plaintiff,

v.

<NAME OF DEFENDANT>(DOB: <DEFENDANT DOB>)	<SELECT COMPLAINT TYPE>
<Defendant Address Line 1>	<input type="checkbox"/> Summons <input type="checkbox"/> Warrant
<Defendant City>, MN <Defendant Postal Code>,	<input type="checkbox"/> Order of Detention
Defendant.	<input type="checkbox"/> Amended
	<input type="checkbox"/> Is Charge Previously Filed

The Complainant, being duly sworn, makes complaint to the above-named Court and states that there is probable cause to believe that the Defendant committed the following offense(s):

COUNT I
Charge: <Charge Name> Minnesota Statute: § <Statutes_Charge> Maximum Sentence: <Max Sentence Description>
COUNT II
Charge: <Charge Name> Minnesota Statute: § <Statutes_Charge> Maximum Sentence: <Max Sentence Description>
COUNT III
Charge: <Charge Name> Minnesota Statute: § <Statutes_Charge> Maximum Sentence: <Max Sentence Description>



Page 1: Drop-down menu field in detail

State of Minnesota,	
Plaintiff,	
v.	<SELECT COMPLAINT TYPE>
<NAME OF DEFENDANT> (DOB: <DEFENDANT DOB>)	<SELECT COMPLAINT TYPE>
<Defendant Address Line 1>	CRIMINAL COMPLAINT
<Defendant City>, MN <Defendant Postal Code>.	INDICTMENT
Defendant.	<input type="checkbox"/> Tab Charge Previously Filed

The Complainant, being duly sworn, makes complaint to the above-named Court and states that there is probable cause to believe that the Defendant committed the following offense(s):

STATEMENT OF PROBABLE CAUSE

The Complainant states that the following facts establish probable cause:

■

Complainant requests that Defendant, subject to bail or conditions of release, be: (1) arrested or that other lawful steps be taken to obtain Defendant's appearance in court; or (2) detained, if already in custody, pending further proceedings; and that said Defendant otherwise be dealt with according to law.	
COMPLAINANT'S NAME:	COMPLAINANT'S SIGNATURE:
<Name>	
Subscribed and sworn to before the undersigned this [] day of [], 20 [].	
NAME/TITLE:	SIGNATURE:
[]	



Being authorized to prosecute the offenses charged, I approve this complaint.	
Date:	PROSECUTING ATTORNEY'S SIGNATURE
	Name: <Prosecutor Name>
	<Prosecutor Title>
	<Prosecutor Address>
	<Prosecutor Home Number>
	Attorney Registration # []



FINDING OF PROBABLE CAUSE

From the above sworn facts, and any supporting affidavits or supplemental sworn testimony, I have determined that probable cause exists to support subject to bailor conditions. Defendant's arrest or the lawful stop to obtain Defendant's arrest is not necessary if Defendant is already in custody, pending further proceedings. Defendant is charged with the above-stated offense.

SUMMONS

HEREFORE YOU, THE ABOVE-NAMED DEFENDANT, ARE HEREBY SUMMONED to appear on the day of 20 at :00:00 AM/PM before the above-named court at location details to answer the complaint.

IF YOU FAIL TO APPEAR in response to this SUMMONS, A WARRANT FOR YOUR ARREST WILL BE ISSUED.

WARRANT

In the Sheriff of the above-named county, or other person authorized to execute this warrant I hereby order, in the name of the State of Minnesota, that the above-named Defendant be apprehended and arrested without delay and brought promptly before the above-named court (if in possession) and if not before a Judge or Judicial Officer of such court without unnecessary delay, and means available to law enforcement within 34 hours after the arrest or as soon as such Judge or Judicial Officer is available to be dealt with according to law.

Execute in MN Only Execute Nationwide Execute in Border States

ORDER OF DETENTION

Since the above-named Defendant is already in custody, I hereby order, subject to bailor conditions of release, that the above-named Defendant continue to be detained pending further proceedings.

Bail: \$

Conditions of Release:

This complaint duly subscribed and sworn to, is served by the undersigned Judicial Officer this day of 20.

JUDICIAL OFFICER: <input type="text"/>	SIGNATURE: <input type="text"/>
NAME: <input type="text"/>	<input type="text"/>
TITLE: <input type="text"/>	<input type="text"/>

Sworn testimony has been given before the Judicial Officer by the following witnesses:

COUNTY OF <input type="text"/> STATE OF MINNESOTA	Clerk's Signature or File Stamp: <input type="text"/>
STATE OF MINNESOTA	
Plaintiff,	
vs.	
<input type="text"/>	
Defendant	

RETURN OF SERVICE

I hereby Certify and Return that I have served a copy of this upon the Defendant herein named.

Signature of Authorized Service Agent:

Drop-down menu field. See below for detailed image.

Drop-down menu field. See below for detailed image.

Drop-down menu field. See below for detailed image.

DEFENDANT DATA / CHARGE SHEET – ATTACHMENT A			
+			
DEFENDANT NAME:	<LAST NAME> , <FIRST NAME> <MIDDLE NAME>		
Defendant alias name(s):	<Alias Names>		
Defendant DOB:	<DEFENDANT DOB>		
Alias DOB(s):	<Alias DOBs>		
Defendant last known address:	<Defendant Address Line 1>		
	<Defendant City> MN, <Postal Code>		
State ID:	<SID Number>		
OTHER DEFENDANT / CASE IDENTIFIERS:			
Fingerprinted?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Handgun permit?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (Issuing Agency: <input style="width: 50px;" type="text"/>)	
Location of Violation:	<input style="width: 100%;" type="text"/>		
IF DRIVING OFFENSE:			
Driver's License	Number: <input style="width: 50px;" type="text"/>	Issuing State:	<input style="width: 50px;" type="text"/>
License Plate	Number: <input style="width: 50px;" type="text"/>	Issuing State:	<input style="width: 50px;" type="text"/>
Accident Type: <small>check all that apply</small>	<input type="checkbox"/> No injury/no damage	<input type="checkbox"/> Property Damage	
	<input type="checkbox"/> Personal Injury	<input type="checkbox"/> Fatality	
Blood Alcohol Concentration (BAC):	<input style="width: 100%;" type="text"/>		

STATUTE AND OFFENSE GRID

Offense Nbr	Offense Type	Offense Description	Offense Nbr and Text Description	Offense Level	MOC	GOC	Controlling Agency	Case Nbr
1	Change					Select	Booking Arresting	Booking Arresting
2	Change					Select	Booking Arresting	Booking Arresting
3	Change					Select	Booking Arresting	Booking Arresting
4	Change					Select	Booking Arresting	Booking Arresting
5	Change					Select	Booking Arresting	Booking Arresting
6	Change					Select	Booking Arresting	Booking Arresting
7	Change					Select	Booking Arresting	Booking Arresting
8	Change					Select	Booking Arresting	Booking Arresting

Drop-down menu field. See below for detailed image.

IMPORTANT: Each field in this "GOC" column utilizes the same drop down options.

Page 6: Drop-down menu field in detail

STATUTE AND OFFENSE GRID

Cnt Nbr	Statute Type	Offense Date(s)	Statute Nbrs and Text Descriptions	Offense Level	MOC	GOC	Controlling Agencies	Control Numbers
1	Charge					<Select>	-Boel OHI Nbr- Boel Nbr- -App: OHI Nbr- App: Nbr-	-Cnt Nbr- Boel Nbr- -Cnt Nbr- App: Nbr-
2	Charge					<Select>	-Boel OHI Nbr- Boel Nbr- -App: OHI Nbr- App: Nbr-	-Cnt Nbr- Boel Nbr- -Cnt Nbr- App: Nbr-
3	Charge					<Select>	-Boel OHI Nbr- Boel Nbr- -App: OHI Nbr- App: Nbr-	-Cnt Nbr- Boel Nbr- -Cnt Nbr- App: Nbr-
4	Charge					<Select>	-Boel OHI Nbr- Boel Nbr- -App: OHI Nbr- App: Nbr-	-Cnt Nbr- Boel Nbr- -Cnt Nbr- App: Nbr-
5	Charge					<Select>	-Boel OHI Nbr- Boel Nbr- -App: OHI Nbr- App: Nbr-	-Cnt Nbr- Boel Nbr- -Cnt Nbr- App: Nbr-
6	Charge					<Select>	-Boel OHI Nbr- Boel Nbr- -App: OHI Nbr- App: Nbr-	-Cnt Nbr- Boel Nbr- -Cnt Nbr- App: Nbr-
7	Charge					<Select>	-Boel OHI Nbr- Boel Nbr- -App: OHI Nbr- App: Nbr-	-Cnt Nbr- Boel Nbr- -Cnt Nbr- App: Nbr-
8	Charge					<Select>	-Boel OHI Nbr- Boel Nbr- -App: OHI Nbr- App: Nbr-	-Cnt Nbr- Boel Nbr- -Cnt Nbr- App: Nbr-

IMPORTANT: Each field in this "GOC" column utilizes the same drop down options.